

23 August 1951

MEMORANDUM FOR: [REDACTED]

FROM : [REDACTED]

SUBJECT : Report for Week of 20-25 August 1951

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1. In response to my request, a machine run has been prepared by the Management Office listing all employees GS-5 and above who have entered on duty since 1 October 1950. This list is being checked against the attendance records for the three orientation courses given to date.

2. A finished draft of an illustration of "the National Intelligence Cycle", based on the lecture presented by Mr. Kirkpatrick at the last orientation course, has been prepared. It will be submitted to him for review prior to being reproduced and distributed to the Training Liason Officers. Miss [REDACTED] is preparing a diagram to be included in the finished paper.

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3. In preparation for Mr. [REDACTED] joining the Training Staff, the files on the Bi-monthly Orientation course have been rearranged. The new arrangements should facilitate a review of this program.

cc: [REDACTED]

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